

Fundraiser - File Format Specifications for CFRS Bulk Data Upload

1. Number and types of files:

- a. All files shall be created as ASCII text files.
- b. The delimited text file permitted for upload is of type fundraiser. The file structure for the file must correspond exactly to the Fundraiser table. (See Appendix C).

2. Filename nomenclature:

- a. Fundraiser files shall be saved and named as follows:
 - i. FUNDRAISER_MMDDYYYY.txt

Key: MMDDYYYY where MM is the month, DD is the day, and YYYY is the year.

3. File size:

- a. The file size may not exceed 4MB.

4. Field characteristics:

- a. In the text files, commas must separate all fields.
- b. The fields in each file must be in the same order and correspond to the field layout and requirements as specified in the Fundraiser Table.
- c. All fields appearing in the file format specification must appear in your export file, even fields with null or blank values.
- d. No extra fields are permitted in the text file.
- e. Field lengths may be less than the specified length but can never exceed it.
- f. All dates must be in the specified format (MM/DD/YYYY). For example: 12/31/2006. A four-digit year format is required.

5. Null Fields and Values:

- a. Null values must be separated from other fields by commas (as any other field value). They can be enclosed with double-quotes (""). Example: "", "", "Charles Smith"
- b. Many fields in the attached tables indicate that null values are allowed. While the file format may allow null values for a particular field, the data corresponding to that field may still be required in order to comply with West Virginia's Campaign Finance laws. Your file must contain the correct data in certain fields even if the file format allows null values for those fields.

6. Special Characters:

Carriage returns, commas, and double quotes serve special purposes in this file format specification. They should not be used except as noted here. Improper use of these characters will result in the file being rejected.

- a. At the end of each complete record should be a carriage return. This carriage return marks the end of the record, and does not represent another field. Most exporting utilities will include this carriage return automatically when the export file is created.
- b. There should be no carriage returns between the beginning and end of a record. Keep in mind that some text editing programs will wrap a record that is longer than the page onto

the next line. This type of behavior does not use a carriage return and should not affect the processing of your file.

- c. A single carriage return should follow every record, including the last record in the file.
- d. Commas are used to separate fields.
- e. Fields that must contain commas, such as text fields with comments or numerical fields where commas are used to separate thousands, must be enclosed with double-quotes. Example: "Daisy, Inc." or "35,000". However, commas within number fields are optional but if included must be enclosed with double-quotes. Example: "2129" or "35000" or "35,000"
- f. Double quotes should ONLY be used to surround text fields. If you need to quote something within a field, a corporation name, a nickname, etc, you must use single quotes (') within the field, and double quotes must surround the field. There should only be ONE set of double quotes corresponding to any given field.

Ex: "Charles 'Chuck' Smith"


Tables

Fundraisers File

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
1	Event Name	Text	255	None	None	No	Eating Stuff
2	Event Date	Date	10	MM/DD/YYYY	All dates	No	11/01/2007
3	Description	Text	255	None	None	No	Reception
4	Event Location	Text	255	None	None	No	Bent Willey's
5	Address Line 1	Text	150	None	None	No	Chestnut Street
6	Address Line 2	Text	150	None	None	Yes	Suite 200
7	City	Text	50	None	None	No	Charleston
8	State	Text	2	None	None	No	WV
9	Zip code	Text	10	None	None	No	12345-9876

Screen Prints

CFRS Login Page



West Virginia State Election Commission

Campaign Finance Online Reporting System

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Password:

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- [Click here for a complete copy of the West Virginia Campaign Finance Laws and Regulations.](#)
- [Click here to view The 2006 Guide to West Virginia Campaign Finance.](#)
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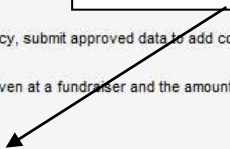
Reporting Period: 2007 Annual


Report SummaryIncomeLoansExpendituresUnpaid BillsReview/Submit

Income


- [Add Contribution](#)
Use to add a contribution given by any source that will go toward a person or committee.
- [Upload Bulk Contributions](#)
Upload bulk data files containing contribution records, view data for accuracy, submit approved data to add contributions to the reporting period.
- [Review/Modify Contributions](#)
Search through all contributions by type, date, contributor name, if it was given at a fundraiser and the amount.
- [Add Fundraising Event](#)
Enter information for a new fundraising event.
- [Upload Bulk Fundraisers](#)
Upload bulk data files containing fundraiser records, view data for accuracy, submit approved data to add fundraisers to the reporting period.
- [Review/Modify Fundraising Events](#)
Check the information on fundraisers and edit the information if necessary.
- [Add Other Income](#)
Other income includes all funds received that are of legal means of receipts of funds that will not go against a person or groups contribution limitation.
- [Review/Modify Other Income](#)
Search through all other income by type, date, contributor name, if it was given at a fundraiser and the amount.

New Link to Bulk Upload Feature





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Reporting Period: 2007 Annual

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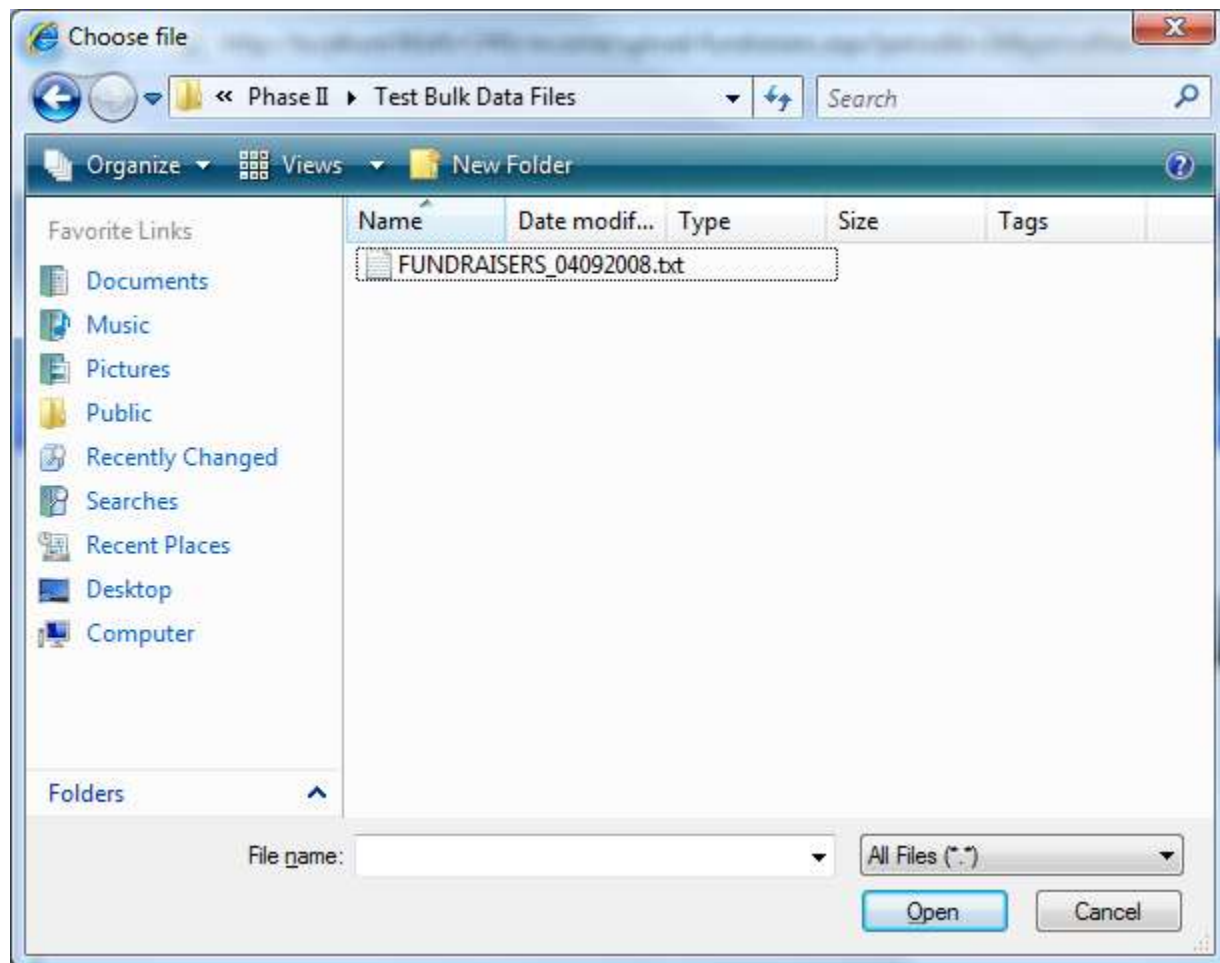
Income - Bulk Upload Fundraisers

[Browse...](#) Click the Browse button to locate file for upload.

[Upload](#) [Cancel](#)

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Select the file and click Open



View Bulk Upload Fundraiser Data



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Reporting Period: TestTestTest

Report Summary
Income
Loans
Expenditures
Unpaid Bills
Review/Submit

Income - Bulk Upload Fundraisers

Event Name	Event Date	Description	Event Location	Location Address1	Location Address2	City	State	Zip
Bake Sale	09/30/2003	Personal	Wal-Mart	29th Street		Huntington	WV	25701
Clean Da Car	03/31/2004	Car Wash	Advanced Auto	213th Street East		Charleston	WV	25305
Eating Stuff	10/08/2003	Pie Eating Contest	Cheesecake Factory	12 Cake Lane		Beckley	WV	25046
Home Sweet Home	03/31/2004	Donations Center	K-Mart	12 First Lane		Atlantic City	NJ	65846
Glen B Gainer Reception 1	10/21/2003	Reception	Chuck Smith	2510 Kanawha Avenue		Charleston	WV	25301
Jim Strawn Reception	10/29/2003	Reception	Jim Strawn	119 Sheridan Circle		Charleston	WV	25314
Bailey & Glasser Reception	11/06/2003	Reception	Brian Glasser	227 Capitol Street		Charleston	WV	25301
Bent Willey's Fundraiser	12/16/2003	Reception	Bent Willey's	Chestnut Street		Morgantown	WV	26505
Boston Beanery Reception	01/19/2004	Reception	Boston Beanery	Patteson Drive		Morgantown	WV	26505
West Chester Village Reception	02/02/2004	Reception	Westerchester Village	Locust Avenue		Fairmont	WV	26554
Wine & Cheese Reception	12/08/2003	Reception	Provence Market	603 South Virginia Avenue		Bridgeport	WV	26330
Mardi Gras Event	02/20/2003	Reception	Office of Dr. Charles	Rt. 220 S		Keyser	WV	26726

Error Report: Fundraisers



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[Report Summary](#) [Income](#) [Loans](#) [Expenditures](#) [Unpaid Bills](#) [Review/Submit](#)

Income - Bulk Upload Fundraisers

1 of 1 100% Find | Next

Select a format
Excel
Acrobat (PDF) file

Export

Print Date: 4/9/2008 1:28:43 PM

CFRS Bulk DataUpload - Fundraisers Error Report

Line Number	Fundraiser Name:	Event Date:	Error Description:	Suggested Solution:
1	Test1	12/01/2007	Invalid transaction date.	Correct transaction date.
2	Test2	12/02/2007	Invalid Name	The name field exceeds 50 characters.
3	Test3	10/02/2007	Invalid Amount	Please enter a valid dollar amount with no commas or dollar signs.

Page 1 of 1

[Finish](#) [Cancel](#)

Error Description = "Invalid " + [Insert Field Name]
Suggested Solution = ErrorMessage text from applicable validator control.



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[Help](#) [Home](#) [Log Off](#)

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[Report Summary](#) [Income](#) [Loans](#) [Expenditures](#) [Unpaid Bills](#) [Review/Submit](#)

Income - Bulk Upload Fundraisers

Upload Confirmation Response

Your file was uploaded successfully.

X records have been processed.

Click the Finish button to return to the main Contributions page.

Click the Finish and Add Another to upload another file.

[Finish](#) [Finish & Add Another](#)

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Income - Bulk Upload Fundraisers

Upload Confirmation Response

Errors were encountered processing the data file.

Zero records have been processed.

Please try again.

Click the Finish button to return to the main Contributions page.

Click the Finish and Add Another to upload another file.

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